

# **Business Continuity/Disaster Recovery Shared Services Group**

## **February 14, 2007 Meeting Notes**

### **Agenda**

1. Review the latest iteration of the Office of the CIO COOP/DRP assumptions and dependencies
2. Discuss progress being made with regard to identifying state agency critical business functions and supporting IT components
3. Discuss the next tasks the BC/DR Shared Services Group should address

Please note: The latest iteration of the Office of the CIO assumptions and dependencies were distributed to meeting invitees on February 12, 2007.

### **1. Review the latest iteration of the Office of the CIO COOP/DRP assumptions and dependencies**

Meeting participants agreed to accept the latest iteration of the CIO COOP/DRP assumptions and dependencies. It was also agreed that the latest iteration is acceptable until more is understood about COOP/DRP or until the context within which the assumptions and dependencies were developed changes.

### **2. Discuss progress being made with regard to identifying state agency critical business functions and supporting IT components**

After translating two agency critical business functions into supporting IT infrastructure components, it was determined that all CIO owned and/or managed IT infrastructure components must be recovered and operational in order to support those two agency critical business functions.

Meetings are being held with newly elected officials (State Auditor, State Treasurer, etc) and newly appointed agency directors to provide them with information about the process of identifying agency critical business functions.

A meeting with the Lt. Governor, CIO and agency directors has been scheduled for February 28 to review the following items:

- The translation of critical business functions into the CIO owned/managed IT infrastructure components (CIO owned and/or managed IT components only) and the need to recover all CIO owned/managed IT infrastructure components in order to support critical business functions.
- Priorities assigned critical business functions. These priorities need to be reviewed since it will not be possible to recover all IT infrastructure components simultaneously.
- The acceptable elapsed time needed to recover CIO owned/managed IT infrastructure components.
- The elapsed time the OCIO needs to recover given current capabilities
- What planning must be done by the agencies to provide critical business functions while IT infrastructure components are being recovered

### **3. Discuss the next tasks the BC/DR Shared Services Group should address**

The meeting participants agreed on these next tasks:

- Continued development of individual agency disaster recovery plans based on:
  - The NITC standard – “Agency Disaster Recovery Plan – Standard Contents Recommended Practices”
  - CIO disaster recovery planning assumptions and dependencies
- Pursuit of and assistance in a COOP exercise